



# APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE  
DEPARTMENT OF ARCHIVES AND HISTORY  
RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section.

890710-01

<b>FOR AGENCY USE</b>		<b>1. Agency Address</b>	<b>FOR RECORDS MANAGEMENT USE</b>	
Application Date		GEORGIA BUREAU OF INVESTIGATION GEORGIA CRIME INFORMATION CENTER 3121 PANTHERSVILLE ROAD DECATUR, GA 30034	Application Number	89-059
Application Number			Date Received	JUL 10 1989
			Date Completed	AUG 08 1989

<b>2. Person to Contact</b> ROBERT MORRIS	<b>Working Title</b> CHIEF, AFIS COMPUTER OPERATIONS SECTION	<b>Telephone Number</b> 244-2737
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**3. Action Requested**

a.  Establish Retention Schedule; record will continue to accumulate.

b.  Dispose of present accumulation; no further accumulation anticipated.

c.  Amend Application No. \_\_\_\_\_ Check One:  Change;  Supercede;  Void

<b>4. Dates of Series</b>		<b>5. Records Series Title</b> (followed by title used in office, if different) (AFIS CONVERSION PRINTOUTS) Automated Fingerprint Identification System Conversion Printouts
Earliest 1988	Latest 1989	

**6. Division and Office Function** What is the function of the Division and the Office in which this record series is created?

The Georgia Crime Information Center maintains an automated fingerprint identification system for the State of Georgia. The system stores criminal fingerprints which are referred by computer to identify an individual and record their criminal history.

**7. Record Series Description** This file contains the following documents (include form numbers and titles, if any): Attach samples of the file.

Documents relating to: Conversion of fingerprints from paper documents to State of Georgia Automated Fingerprint Identification System.

Included are: Approximately 100 bound printouts (11" x 14")

File is arranged: Binders are assigned volume numbers.

**8. Monthly Reference Rate** How often are records referred to which are:

One to six months old \_\_\_\_\_; Seven to twelve months old \_\_\_\_\_; Thirteen to twenty-four months old \_\_\_\_\_; twenty-five months and older \_\_\_\_\_? Referred to on demand. Reference not anticipated.

**9. Annual Rate of Accumulation of Records**

Letter-size drawers \_\_\_\_\_; Legal-size drawers \_\_\_\_\_; Shelves \_\_\_\_\_; Other (specify) No accumulation.

Approximately 100 bound printouts on hand (11" X 14")

YES	NO	10. Questionnaire (Place an "X" in the proper column)
	X	a. Is this the official copy of the series? If not, where is it?
X		b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation. 35-3-32 OCGA <del>85-2-30</del> , GCIC rules and regulations. U81-47.
X		c. Is this a vital record?
	X	d. Does this series have historical or long term research value?
na	na	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
	X	f. Is the information contained in this series ever published? If yes, attach copy.
	X	g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
X		h. Is there a duplication of this series in your office, or in another office or agency? If yes, where? Conversion tapes with DOAS and Fort Knox Secured Data Corp.
na	na	i. Is this series (or a major portion of it) regularly microfilmed?
X	X	j. Does the record series result in a computer printout?

**11. Retention Requirements** The following requires the series to be kept:

a. State Law	_____ years.	d. Audit period	_____ years.
b. Statute of limitation	_____ years.	e. Administrative need	<del>3</del> 4 years.
c. Federal law	_____ years.	f. Federal retention instructions	_____ years.

Attach copy or excerpt of laws or regulations. Explain administrative need.

These printouts are kept to insure the conversion process was done correctly.

**12. Approved Disposition Instructions** This agency recommends that the file series be cut off at the end of each:

Calendar Year;  Fiscal Year;  Other Immediately then,

Hold in the current files area 0 month(s) 40 year(s); then

Transfer to local holding area, hold \_\_\_\_\_ year(s); then

Transfer to State Records Center; hold 4 year(s); then

Destroy.

Transfer to State Archives for permanent retention.

Other (Specify)

GCIC may require access to a printout on demand. However, we do not anticipate any need to reference these printouts.

Revision to application approved by Robert Morris, Chief of AFIS Computer Operation Section on 7/20/89. NRF.

1989 JUN 10 11 13 AM

These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
<i>Robert Hamrick</i>	7/6/89	<i>Margaret A. Tork</i>	7/6/89

Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.)

State Records Committee (Signature)		Date
State Auditor/Designee	<i>W. H. Roper</i>	8/4/89
Secretary of State/Designee	<i>Edward Mellon</i>	8/3/89
Governor	<i>W. H. Roper</i>	8/2/89
Attorney General/Designee		

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